

**MTUBATUBA MUNICIPALITY  
DRAFT SDBIP 15/16**



**SIGNED BY ADMINISTRATOR: MR. BAMBA NDWANDWE**

**31 March 2015**

**DATE .....**

A handwritten signature in black ink, appearing to read 'Bamba Ndwandwe', is written over the signature line.

**SIGNATURE .....**

## INTRODUCTION

The spreadsheet below is a preliminary draft SDBIP for 2015/16. It is still raw in every regard, simply reflecting indications of what the budget request is about. This draft will undergo measure improvement during internal budget processes between various HODs. Depending on the internal discussions and engagement of outside stakeholders, the budget figures may change in one way or other. Consequently the draft SDBIP will follow suite. It is recognized that the draft SDBIP, at this stage, is not entirely SMART. However the final draft SDBIP will be reconstructed in conformity with the SMART principle.

## KPA 1: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

NATIONAL KPA 1:	Municipal Institutional Development and Transformation														
IDP Strategic Objective	Strategies	Project	(KPI)	Annual Target	Vote	Annual Budget Allocation		Quarterly Projections 2014-15				Funding Source	MTREF OUTER YEARS		
						Operatin g	Capital	Q1	Q2	Q3	Q4		2015/2016	2016/2017	
To build competent human capital for the development of Mtubatuba	By employing and developing competent human capital	Capacitating Councilors on their various Portfolios	Number of Councilors capacitated	Capacitate all 38 cllrs	4400/4504	R 200 000		R 50 000	R 50 000	R 50 000	R 50 000	Internal	R 230 000	R 250 000	
		Training staff members according to WSP	Number of staff member trained	At least 50% of the total staff establishment	4400/4451	R 450 000		R 112 500	R 112 500	R 112 500	R 112 500	Internal	R 470 000	R 500 000	
		Enrolling employees for Traffic Officers course	Number of employees enrolled	02 employees enrolled			R 125 000		R 31 250	R 31 250	R 31 250	R 31 250	Internal	-	-
		Awarding of study assistance to at least 04 employees	Number of employees awarded study assistance	04 Employees awarded study assistance by January 2016			R 200 000		-	-	R 100 000	R 100 000	Internal	R 250 000	R 300 000
		Communicating with Finance	Reviewed monthly	Monthly	3000/3120	R 1,3m			R 321 000	R 321 000	R 321 000	R 321 000	Internal	1,5m	1,7m

		to ensure timeous payment to group life	schedul e of staff & council lors											
		Develop ment and review of by-laws	Numbe r of by- laws de velop ed and gazette d	Develop & gazette 04 by- laws by March 2015		R 100 000		-	100 000	-	-	-	-	-
		Rental of Service Provider for supply and maintena nce of sanitary equipmen t	appoint ment of Service Provid er, Terms of refer ence	Appoint ment of Service Provider by 31 July 2015	4400/45 21	R 200 000		R 50 000	R 50 000	R 50 000	R 50 000	Internal	R205 000	R207 000
		Procur ement of Cleaning equipmen t & chemicals	Numbe r of clean ing ma terial procu red	Procu re ment of cleaning material quarterl y	4400/44 13	R 250 000		R 62 500	R 62 500	R 62 500	R 62 500	Internal	R 260 000	R 270 000
		Procur ement of office furniture	Update d Asset Registe r	Office furnitur e deliv ered by 31 March 2016	8200/82 64	R 300 000		R 75 000	R 75 000	R 75 000	R 75 000	Internal	R 317 000	R 333 345
		Procur ement of office Equipme nt		Quarterl y	8200/82 63	R 300 000		R 75 000	R 75 000	R 75 000	R 75 000	Internal	R 317 000	R 333 345

	Printing & stationery	Number of stationary units procured	Quarterly	4400/4439	R 250 000		R 62 500	R 62 500	R 62 500	R 62 500	Internal	R 270 000	R 280 000
	Public Notices & Advertising	Number of adverts published	Monthly	4400/4441	R 300 000		R 75 000	R 75 000	R 75 000	R 75 000	Internal	R 325 000	R 350 000
	Procurement of administration vehicles for delivery of agendas and minibus	Updated Asset Register	Bakkie 30 October 2015		R 300 000		-	R 300 000	-	-	Internal	-	-
	Potage & Courier	Number of postage courier	Monthly	4400/4437	R 40 000		R 10 000	R 10 000	R 10 000	R 10 000	Internal	R 42 000	R 44 000
	Appointment of a service provider to Prepare an Employee Wellness Programme	Council approved Employee Wellness Programme	Employee Wellness Programme approved by Council by 30 Sept. 2015		R250 000		R150 000	R50 000	R50 000	-	Internal	R120 00	R130 000
	Procurement of Protective clothing as per OHS and	Number of protective clothing and	31 Sept. 2014		R 450 000		R 450 000	-	-	-	Internal	R470 000	R480 000

		Uniform for DLT & Fire Fighters	uniform procured											
		Refurbishment of the stores, the workshop and the roof in the main office	Appointment of Service Provider and scope of work	By 31 July 2015		R1m		R500 000	-	R500 000	-	Internal	-	-
		Telephone & Communication		Monthly	4400/4449	1,5m		375000	375000	375000	375000	Internal	1,8m	1,8m
		IT Software Licences	Updated Software	Monthly		R 200 000		R 50 000	R 50 000	R 50 000	R 50 000	Internal		
		Procurement of Steel Cabinets x 6 for Registry Office	Updated Asset Register	By 30 October 2015	8200/8263	R 300 000		-	R 40 000	-	-	Internal	-	-

## KPA 2: SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT

REF	NATIONAL KPA 2 IDP Strategic Objective	BASIC SERVICE DELIVERY														
		Strategies	Project	Key Performance Indicator (KPI)	Annual Target	IDP Strategic Objective	Annual Budget Allocation 2015/2016		Quarterly Projections 2015/2016				Funding Source	MTREF OUTER YEARS		
							Operating	Capital	Q1	Q2	Q3	Q4		2016/2017	2017/2018	
	Maintain the existing Infrastructure	Maintaining the existing infrastructure to improve service delivery	Streets Lights Maintenance	No. of Street Lights	650		R1mil		R250,000	R250,000	R250,000	R250,000	Own Revenue			
Urban Roads Routine Maintenance+Materials			m <sup>2</sup>	6500 m <sup>2</sup>			R6.5 mil		R 800,000	R 800,000	R 800,000	R 800,000	Own Revenue			
Urban Roads Rehabilitation & Stormwater Upgrade (existing Blacktop Surfaced Roads) i.e. Mtuba CBD, Nordale, St Lucia, KwaMsane, etc.				21946 m <sup>2</sup>				R8.7 mil (Counter Funding on MIG Funding)			R2.9 mil	R2.9 mil	R2.9 mil	Own Revenue		
Storm water Maintenance								R1.5mil		R375,000	R375,000	R375,000	R375,000	Own Revenue		
Rental/Purchase Plant									R800,000		R300,000	R150,000	R150,000	R200,000	Own Revenue	

			&Equipment												
			D-Section Roads	Completion Certificate and Close out report	4.5 km		R5mil		Advertise and SCM Process	R2.5mil	R1.25mil	R1.25mil	Own Revenue		
			Mtubatuba Urban Roads Rehabilitation & Storm water Upgrade	Practical Completion Certificate	?? km			<b>R21.043 mil (MIG)</b>	R3.043mil	R6mil	R6mil	R6mil	<b>MIG</b>		
			Waste Management X1 Bakkie	Procured Vehicle	1	250 000	1	250000	-	-	-	-	-	-	Community
			Compacto r Truck	Procured Vehicle	1	3500 000	1	350 000	-	-	-	-	-	-	Community
			Landfill Site TLB	Procured Equipment	1	700 000	1	700 000	-	-	-	-	-	-	Community
			Refurbish ments of KwaMsane & Nordale hall	Reports and Pictures of 2 halls refurbished	2 quarterl y reports	2 000 000				8 000 000					Comm. Services
			Maintena nce of Communi ty Facilities (Halls & Toilets)		2 quarterl y reports	350 000		175 000				175 000			Comm. Services
		Eliminatin g	Parks & Gardens 1	1 Procured vehicle	1	300 000		300 000	-	-	-	-	-	-	Comm. Services



		infrastructure backlogs	Bakkie											
			Municipal Amenities x 1 Bakkie	1 Procured vehicle	1	300 000		300 000	-	-	-	-	-	Comm. Services
			Disaster section Bakkie X 1	1 Procured vehicle	1	300 000		300 000	-	-	-	-	-	Comm. Services
			Procurement of parks and gardens working equipment (10 Brush Cutters & 2 slashes)	procured working equipment		100 000	-	100 000	-	-	-	-	-	Comm. Services
			Procurement of tractor for Parks & Gardens			700 000		700 000						
			Library Services	Procured Stationery	2 quarterly reports	70 000		35 000				35 000		Comm. services
			Serials (newspaper) for the public	Procured Newspapers	-	20 000		5 000		5 000		5 000	5 000	Comm. Services
			Awareness Campaigns			20 000		5 000		5 000		5 000	5 000	Comm. Services
			Procurement of traffic sign boards	Procured sign boards	40 sign boards	100 000		50 000	-	50 000	-	-	-	Comm. Services
			Procurement	Procured		200		200 000	-	-	-	-	-	Comm.

			ent of Traffic & Fire Fighters officers uniform	uniform for 22 traffic officer and 5 firefighter s		000											services
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**KPA 3 : LED**

NATIONAL KPA	LOCAL ECONOMIC DEVELOPMENT													
IDP Strategic Objective	Strategies	Project	Key Performance Indicator (KPI)	Annual Target	IDP Strategic Objective	Annual Budget Allocation		Quarterly Projections 2015-16				Funding Source	MTREF OUTER YEARS	
						Operating	Capital	Q1	Q2	Q3	Q4		2015/2016	2016/2017
To create a conducive and enabling environment for economic growth and development	Facilitation and coordination of Investment in Mtubatuba	Informal Economy				R100 000.00		R 50 000		R 50 000		Own Revenue	R100 000	R 150 000

**KPA 4: GOVERNANCE, COMMUNITY PARTICIPATION AND WARD COMMITTEE SYSTEM**

REF	IDP STRATEGIC OBJECTIVE	STRATEGIES	PROJECT	KPI	ANNUAL TARGET	2015/2016 TOTAL BUDGET		QUARTERLY PROJECTIONS				MTREFOUR YEAR		
						Operating Budget	Capital Budget	Quarter 1 Jul- Sept	Quarter 2 Oct- Dec	Quarter 3 Jan - Mar	Quarter 4 Apr - Jun	Budget Year +1	Budget Year +2	
								Budget	Budget	Budget	Budget	2016/2017	2017/2018	
	To promote good governance and public participation.	By promoting accountability and efficiency in the municipality	Participate in the Risk Assessment for the Municipality	Risk Assessment Report with all risks identified	1 Risk Assessment	N/A							N/A	N/A
			Develop Action Plan to address internal and external audit findings	Audit Action Plan with monthly progress reports	Action Plan for Internal Audit Findings  Action Plan for External Audit Findings	N/A								N/A

## KPA 5: FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT

REF	IDP STRATEGIC OBJECTIVE	STRATEGIES	PROJECT	KPI	ANNUAL TARGET	2015/2016 TOTAL BUDGET						MTREFOURTER YEARS	
						Operating Budget	Capital Budget	Quarter 1 Jul- Sept	Quarter 2 Oct- Dec	Quarter 3 Jan - Mar	Quarter 4 Apr - Jun	Budget Year +1	Budget Year +2
								Budget	Budget	Budget	Budget	2016/2017	2017/2018
	Improve municipal financial viability and management	Promoting sound financial management	Implement Credit Control & Debt Collection Policy and By-Laws	% reduction in long outstanding debtors	5% Reduction in long outstanding debtors	R192 000 4400/45 15		R48 000	R48 000	R48 000	R48 000	R201 773	R211 962
			Produce and send monthly statements for rates and services	Number of billing reports produced and posted	12 Reports	R295 911 4400/45 19		R73 978	R73 978	R73 978	R73 978	R310 973	R326 677
			Ensure constant monitoring of expenditure against approved budget	Number of reports with no over expenditure submitted to Council	12 Reports	N/A						N/A	N/A
			Payment of creditors within 30 days	Number of reports with no creditors over 30 days	12 Reports	N/A						N/A	N/A
			Facilitate and prepare a credible budget	Budget document approved by Council	1 Draft Budget 1 Final Budget	N/A						N/A	N/A

REF	IDP STRATEGIC OBJECTIVE	STRATEGIES	PROJECT	KPI	ANNUAL TARGET	2015/2016 TOTAL BUDGET						MTRF QUARTER YEARS		
						Operating Budget	Capital Budget	Quarter 1 Jul- Sept	Quarter 2 Oct- Dec	Quarter 3 Jan - Mar	Quarter 4 Apr - Jun	Budget Year +1	Budget Year +2	
								Budget	Budget	Budget	Budget	2016/2017	2017/2018	
			Review financial and budget – related policies	Number of financial policies reviewed	10 Financial Policies	N/A							N/A	N/A
			Prepare Annual Financial Statements	Annual Financial Statements prepared and submitted within due date	1 Set of Annual Financial Statements	R450 000 4400/44 12		R375 000	R75 000				R0	R0
			Maintain and update Financial Accounting System	Monthly reports on Service Level Agreement	12 Monthly Reports	R525 000 4400/44 12		R131 250	R131 250	R131 250	R131 250		R577 500	R635 250
			Update Fixed Asset Register	Number of reconciliations showing updated FAR	4 Reconciliations	N/A							N/A	N/A
				Depreciation Reports calculated on monthly basis	12 Depreciation Journals passed	R13 520 000		R3 380 000	R3 380 000	R3 380 000	R3 380 000		R14 208 168	R14 925 680
			Provide adequate insurance for all municipal assets	Confirmed insurance cover for all municipal assets	1 Insurance cover to be maintained	R440 960 4400/44 24		R440 960					R463 405	R486 807

REF	IDP STRATEGIC OBJECTIVE	STRATEGIES	PROJECT	KPI	ANNUAL TARGET	2015/2016 TOTAL BUDGET						MTREF OURTER YEARS		
						Operatin g Budget	Capital Budget	Quarter 1 Jul- Sept	Quarter 2 Oct- Dec	Quarter 3 Jan - Mar	Quarter 4 Apr - Jun	Budget Year +1	Budget Year +2	
								Budget	Budget	Budget	Budget	2016/ 2017	2017/ 2018	
			Facilitate a workshop for all SCM Practitioners	Number of workshops held	2 Workshops	N/A							N/A	N/A
			Develop and Implement Indigent Register	Indigent Register developed and adopted by Council  Reports on Property Rates relief granted to indigent customers	1 Register  4 Reports submitted to Council	N/A  R1 069 740 4550/4530		R267 435	R267 435	R267 435	R267 435		N/A  R1 124 190	N/A  R1 180 961

## KPA 6 SPATIAL PLANNING AND ENVIRONMENTAL MANAGEMENT

REF	NATIONAL KPA 6 IDP Strategic Objective	SPATIAL PLANNING AND ENVIRONMENTAL MANAGEMENT												
		Strategies	Project	Key Performance Indicator (KPI)	Annual Target	Annual Budget Allocation		Quarterly Projections 2015/2016				Funding Source	MTREF OUTER YEARS	
						Operating	Capital	Q1	Q2	Q3	Q4		2016/2017	2017/2018
	To promote and integrated sustainable environment	Promoting integrated and sustainable Environment	Implementation of SPLUMA and KZNPDA	Implementation of SPLUMA and KZNPDA	Ongoing	R 200 000 (Cons Fees)	N/A	R 50 000	R 50 000	R 50 000	R 50 000	Own Revenue		
SDF			Reviewed & Adopted SDF	1	R 150 000 (Cons Fees)	N/A	R 150 000				Own Revenue			
KZN PDA Cooperate Attorney						R350 000 (Cons Fees)		R100 000	R150 000	R100 000	Own Revenue			